



Pacific Alaska Region (Seattle)

6125 Sand Point Way, NE Seattle, Washington 98115-7999

Voice (206) 526-6504 FAX (206) 526-6575

REQUEST FOR COPIES FROM BANKRUPTCY CASE FILES BY MAIL OR FAX

The National Archives and Records Administration in Seattle accepts requests for photocopies from bankruptcy case files and forwards the photocopies to the requestor by mail, FAX or FedEx Priority Overnight delivery. Requestors may obtain photocopies by selecting from the options described below. Please note that fax options are limited. Requests will be processed within three (3) days of receipt.

Please follow steps 1 through 5, below, to obtain certified or uncertified copies from bankruptcy case files:

STEP 1 For each case, obtain the following information from the court where the case was filed and closed. Please use a separate form for each case.

FRC ACCESSION NUMBER	AGENCY BOX NUMBER	FRC LOCATION NUMBER
CASE FILE NUMBER	CASE FILE NAME	

STEP 2 Identify whether you want the entire contents of the case file, the package of common documents, the discharge, or specific requested documents from the docket (**PLEASE CHECK ONLY ONE**):

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The **ENTIRE CONTENTS** of the case file. This option includes all of the documents in the requested case file and costs \$35.00 for the first 70 pages and \$.50 per page thereafter. No fax service available for this option - mail or overnight express delivery only.

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The **BANKRUPTCY PACKAGE** containing commonly requested documents. This option applies to **only personal bankruptcy or "doing business as" (dba) cases**. This package consists of the commonly requested documents listed below. Please note that while most do, some bankruptcy cases do not contain all these documents. If you choose this option, you will receive copies of only those listed documents found in the file. All questions concerning file contents should be directed to the appropriate U. S. Bankruptcy Court. The cost of the bankruptcy package is \$10.00. Fax service available (20 page maximum).

- * Order of Discharge (or Order of Dismissal or Final Decree or Trustee's No Asset Report).
- * Debtor's Voluntary Petition.
- * Schedule of Original Creditors (or Trustee's Final Report)

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REQUESTED DOCUMENTS from the docket sheet. This option includes specific documents highlighted or otherwise clearly marked on a copy of the docket obtained from the Court. All questions concerning file contents should be directed to the appropriate U.S. Bankruptcy Court. Cost of the requested documents option is \$35.00 for the first 70 pages and \$.50 per page thereafter. Fax service available (20 page minimum).

FAX OPTION: Check the box to the right and provide a fax number if you want photocopies returned by fax at no additional charge. Available only for orders totaling 20 pages or less; all others will be mailed. (This option does **not** expedite order processing time.)

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FAX TELEPHONE NUMBER Area Code (_____) _____ Att: _____

CERTIFICATION OPTION: Check the box to the right if you want your photocopied documents certified. Certification is a verification of true, legal copies and costs an additional \$6.00. Not available by fax.

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OVERNIGHT EXPRESS DELIVERY OPTION: Check the box to the right if you want your photocopied documents returned by overnight (next business day) express delivery. Must provide street address; P.O. Box not acceptable. This option costs an additional \$7.50.

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STEP 3 Print name, mailing address, (must give street address if using FedEx) and telephone number below:

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ADDRESS _____

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DAYTIME TELEPHONE NUMBER _____ Area Code (_____) _____

STEP 4 Payment may be in the form of a money order, pre-printed check, credit card, or debit card.

SUMMARY OF CHARGES

ENTIRE CONTENTS = \$35.00 up to 70 pages; 50¢ per page thereafter (if over 70 pages we will contact you for the additional fee)

BANKRUPTCY PACKAGE = \$ 10.00

REQUESTED DOCUMENTS = \$35.00 up to 70 pages; 50¢ per page thereafter (if over 70 pages we will contact you for the additional fee)

CERTIFICATION = \$6.00

OVERNIGHT EXPRESS DELIVERY = \$7.50

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Make checks or money orders payable to: **National Archives Trust Fund or NATF**

If charging this purchase to a credit card, enter the account number, the expiration date, and cardholder's signature below:

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STEP 5 Mail your payment and/or this completed form to:

**NARA, NATF
6125 SAND POINT WAY, NE
SEATTLE, WA 98115-7999**

If paying by credit card, you may fax your request to us at (206) 526-6575 or call it in to us at (206) 526-6501 between the hours of 8:30 a.m. and 4:00 p.m. Pacific Time, Monday through Friday. **Please allow three (3) business days for the completion of your request, plus adequate return delivery time. Telephone calls inquiring about the status of an order can add to the length of time it takes to complete a request.**

YOUR REQUEST AND ANY FEES SUBMITTED WILL BE RETURNED TO YOU IF:

- The information supplied in STEP 1 is incorrect or incomplete.
- The name on the case file does not match the name requested.
- You fail to endorse a check or money order or if the amount is incorrect.
- Authorization cannot be obtained for the credit card number you supplied
- Federal agency requests are submitted without proper fees.